



# VACANCY REPORT

June 9, 2006



## ADMINISTRATIVE SERVICES

*Administration, City Attorney's office, City Clerk's office, Finance, Information Technology, Treasurer & Commissioner of the Revenue*

### City Attorney

Full time. Applicants must have met all requirements to be licensed to practice law in the Commonwealth of Virginia and be a member of the Virginia Bar. Experience in local government law a plus. Duties include serving as City's legal advisor and counsel representative in civil and criminal cases; submission of legal opinions; ordinance, bond, deed, lease, etc. preparation and review; and attendance at all City Council meetings.

Salary is negotiable and commensurate with experience.

## PUBLIC SAFETY

*Emergency Communications, Fire & Rescue, Homeland Security, Police, Joint Judicial Center, Traffic Safety, and Juvenile Detention Center*

### Police Fleet Manager

Full time. Responsible for 50+ patrol vehicles: scheduled and preventative maintenance and routine inspections to ensure necessary equipment is provided to each vehicle. Obtains bids per the Procurement Act for repair and maintenance work and transports vehicles to and from repair shops and inspection stations. Ability to maintain accurate records and valid driver's license required.

\$9.31/hr

## PUBLIC SERVICES

*Utilities, Engineering, GIS, Inspections, Street Maintenance, Storm Drainage Maintenance, Recycling/Refuse & Transportation*

### Bus Driver

Part time. Works occasional schedule to cover vacations and absences. Experience in operation of buses or similar equipment required. Operates a bus on assigned route and schedules and transports additional activities. Must have ability to count change and operate wheelchair lift. Light cleaning of interior and exterior of bus. Possession of valid Commercial Drivers license or ability to obtain a CDL within 30 days and good driving record required.

\$10.78/hr

<b>Crew Supervisor (Refuse &amp; Recycling)</b>	Full time. Requires a general knowledge of solid waste and recycling operations and equipment and thorough knowledge of the occupational hazards and safety precautions of the refuse and recycling operation. Supervises and schedules refuse crews. Must have the ability to provide quality service, including: handling citizen service work order requests, and handling special projects and events as the need arises. Reports to the Operations Superintendent. Valid, class B CDL, some solid waste and recycling experience or equivalent of commercial, industrial or public sanitation, and education equivalent to a High School Diploma or GED required.	\$13.76/hr
<b>Detention Specialist Relief Staff</b>	Part time. Provides primary security, care, and custody of detained youth. Supervises youth in daily activities; administers medication, first-aid; maintains discipline; employs basic counseling skills. Requires ability to work positively and effectively with maladjusted youth; working knowledge of psychological and emotional problems of socially maladjusted youth. Must be able to successfully complete physical restraint training, CPR, and First Aid. Requires ability to participate in large muscle physical activities; excellent writing and verbal skills; valid drivers license. Education and experience equivalent to high school diploma or GED plus some experience working with youth groups in a residential setting.	\$13.76/hr
<b>Environmental Treatment Plant Operator</b>	Full time. Must have the ability to learn thorough knowledge of modern plant principles and operating practices; general knowledge of the occupational hazards of the work and of necessary safety precautions; ability to keep records and make reports; and basic computer skills. Education and experience equivalent to graduation from high school. Ability to obtain Virginia State licensing within twenty-four months. Salary is commensurate with experience.	Salary is commensurate with experience
<b>Laborer II</b>	Full time. Performs manual work with large item collections, litter control, tree trimming, mowing grass, mulching, etc. Ability to operate a dump truck a plus. Subs in the collection of recycling/refuse as needed. Good physical condition, heavy lifting, and 9 <sup>th</sup> grade education required.	\$9.78
<b>Maintenance Technician I</b>	Full time. Performs street maintenance work including, but not limited to: sidewalk repairs, trimming trees, mowing grass, mulching, plowing snow, etc. and fill in on refuse truck. Occasionally performs traffic control work including, but not limited to: making, installing, repairing, replacing signs of all types, marking streets, and repairing traffic lights. Good physical condition and experience in heavy manual work required. High School diploma or equivalent and CDL required or ability to obtain within six months of employment.	\$10.78/hr
<b>Refuse &amp; Recycling Coordinator</b>	Full time. Performs technical and administrative work to coordinate and market recycling and solid waste collection and disposal for an increase in public awareness and participation. Conducts neighborhood, school group, and public service meetings; initiates and monitors programs; enforces refuse and recycling ordinances; prepares and maintains records. Requires a thorough knowledge of environmental issues and recycling and solid waste operations and effective communication and computer skills. Associate's Degree required (bachelor's preferred) and considerable experience in administration of solid waste and recycling operations. Must possess valid driver's license.	\$18.45/hr

## PUBLIC SERVICES

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<b>Sanitation Worker</b>	Full time. Performs manual work in the collection of recycling/refuse and related work as required. Good physical condition, heavy lifting, and 9 <sup>th</sup> grade education required.	\$9.78/hr
<b>Transit Office Manager</b>	Full time. Duties include scheduling, dispatching, and supervising bus drivers; providing transit system information to the public; coordinating maintenance and transit schedules; and bookkeeping. Knowledge of standard office procedures, equipment, and bookkeeping required. Must be familiar with data entry programs; AS400 experience preferred. Any combination of education and experience equivalent to a High School diploma or GED is required with some experience in supervision and the customer relations field. Associates degree preferred.	\$11.89/hr
<b>Utility Service Technician</b>	Full time. Duties include: ability to locate, repair and install water and sewer mains and services; inspect and troubleshoot lift stations, perform maintenance and repairs on same; work with sewer cleaning equipment. Ability to effectively deal with personnel and public. Work is performed in difficult environments, including extreme cold and hot weather. Must be willing to work overtime and on-call as needed. Education equivalent to graduation from high school and valid CDL required or ability to obtain within six months of employment.	\$10.78/hr

## HUMAN SERVICES

*Social Services, Office of Housing & Neighborhood Development, Parks & Recreation*

<b>Lifeguard and Swim Instructor</b>	Part time. Day hours needed, but some night, and weekend hours are also available. Lifeguards must have lifeguard training, CPR for the Professional Rescuer and Standard First Aid. Water Safety Instructor certification preferred for Swim Instructors.	\$6.25-\$8.50/hr
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The City of Winchester offers an excellent benefit package for full-time classified employees including: a full cafeteria benefits plan which features health and vision insurances, dental, short-term disability, pre-paid legal, critical illness and flexible spending accounts; retirement and life insurance; and sick, vacation and holiday leaves.

The City of Winchester is an equal opportunity/affirmative action employer. We do not discriminate on the basis of race, religion, color, gender, age, national origin or disability.

**APPLY TO:** Administration Department • Rouss City Hall • 15 North Cameron Street • Winchester, VA 22601  
(540) 667-1815, ext. 1449 • TDD: (540) 722-0782 • Email: [admindept@ci.winchester.va.us](mailto:admindept@ci.winchester.va.us) • [www.winchesterva.gov](http://www.winchesterva.gov)

*"Providing quality services to our citizens in a cost-effective, efficient and courteous manner, while anticipating the future needs of our community."*